Tip Sheet for Preparing Annual Review and Post-tenure Review Documents

The Personnel Document dated 9/12/2000 is in force. It states: "Job performance is the most important component of a librarian's contribution to the university and is therefore given the greatest weight in tenure decisions. Tenure may not be recommended unless accomplishments in all three categories are considered satisfactory by the Tenure Committee."

- The annual review/post-tenure review process is eased and expedited by *correct and complete* review documents. The document to be submitted is the Faculty Review Checklist and should include the Statement of Duties and Responsibilities for the review year. Include supporting documents or evidence in appendices.

- Make two copies of the document and appendices. One is for your supervisor to use for your evaluation. One is for the Library Human Resources Office, which will distribute to the Reappointment or Post-tenure Review Committee, whichever applies. *Keep the original for yourself for future reference.*

- The Statement of Duties and Responsibilities for the new evaluation year should also be completed, signed, and given to the Library Human Resources Office, according to the posted schedule.

- Keep track of your accomplishments and ongoing projects. Keep notes, a work diary, or a folder of ongoing projects. Otherwise, many items may be forgotten or not considered in the crush of business.

- Keep files for materials that will be documentation for tenure and promotion dossiers.

- The most important phrase in the Faculty Review Checklist is "provide evidence. . . ." Do not shortchange your contributions. This is your chance to show how your efforts benefit the library and support its mission. Do not assume that others in the library, or even in your own department, know what you are doing.

- Use your best judgment about which activities constitute performance, scholarship, or service. If in doubt about what to include, or where to put it, ask your supervisor or consult a member of the Faculty Concerns Committee.

- For articles or grant applications with multiple authors, indicate the percentage of your personal contribution and elaborate on what your contributions were.

Performance

- List normal work activities, reflecting your Statement of Duties and Responsibilities. The percent of work-time used should be detailed AND the significance of activities should be noted.

- Writing grant proposals to support library activities or purchases related to one's areas of responsibility is considered performance; grant proposals that require substantial research *may* be considered scholarship.

Scholarship

- List works AND works-in-progress, as long as there is something concrete to show for an item. For example, if a book is in progress, an outline or some chapter summaries might be included even if the book itself is not completed. Copies of correspondence with editors may serve as evidence.

- Articles or other publications that are submitted but not yet accepted or reviewed may be listed as submissions. Printed copies of Web pages may be included, as may other materials developed to support the Libraries' mission. Supporting materials for creative efforts, such as programs, reviews, newspaper coverage, or exhibition catalogs may be included in the documentation.

Service

- Keep track of time spent and results or accomplishments of service commitments. What is the significance of this service commitment? Concrete evidence of some kind may be important.

- Documents, reports, or other materials, besides minutes, that are generated from service activities may be included in the review document if they are not confidential to the committee or body.